

AFSC 6C0X1 CONTRACTING



Master



Basic



Senior

CAREER FIELD EDUCATION AND TRAINING PLAN

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SUPERSEDES CFETP, SEPTEMBER 2000
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APPROVED BY SAF/AQC

**CONTRACTING SPECIALTY
AFSC 6C0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART 1

PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty.

1.1. This CFETP enables individuals in the contracting community to understand the training and education necessary for a clear career path to success.

1.2. The CFETP incorporates Acquisition Professional Development Program (APDP) requirements as they apply to the appropriate contracting career path.

1.3. The CFETP also provides supervisors the guidance needed to train today's work force for tomorrow's jobs. The guidance provided in this plan ensures individuals in the contracting specialty receive effective and efficient training at the appropriate point in their careers.

2. The CFETP consists of two parts.

2.1. Part 1 provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, training, experience and other). Section D identifies resource constraints.

2.2. Part 2 includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core tasks, and correspondence course requirements. Sections B and C are not currently used. Section D identifies the source of formal school information, describes and provides references to APDP Contracting career path checklists, describes the Air Force enlisted professional military education policy, and lists the MAJCOM training program points of contact and USAF training directives. Section E explains the MAJCOM process for terms of submission of mandatory training requirement waivers.

3. All contracting personnel should become familiar with the CFETP.

3.1. The on-line CFETP is available at the Official Source Site for Air Force Administrative Publications and Forms.

3.2. Supervisors will maintain a copy of this CFETP for each enlisted member (except fully qualified Senior NCOs) in the member's AF Form 623, On-the-Job-Training record.

ABBREVIATIONS AND TERMS EXPLAINED

Acquisition Professional Development Program (APDP). The Air Force program that implements the DoD Career Development Program (defined below).

Advanced Training (AT). Formal course that provides individuals qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard (AFJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors use them to document task qualifications. The tasks on the AFJQS are common to all persons serving in the described duty position.

Air Force Specialty (AFS). Air Force job positions requiring specific skills and qualifications.

Air Force Specialty Code (AFSC). Basic grouping of Air Force positions requiring similar skills and qualifications. Air Force specialty descriptions are published in AFMAN 36-2108.

American Council on Education (ACE). The American Council on Education (ACE) has recommended undergraduate and graduate credit granted by civilian educational institutions for certain courses in this CFETP.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of training for a career field. It outlines a logical growth plan that includes training resources. The CFETP is designed to make career field training identifiable, eliminate duplication, and ensure the training is budget defensible.

Certification. A formal indication of a person's ability to perform a task to required standards.

Certification Official. A person assigned by the commander to determine an individual's ability to perform a task to required standards.

Community College of the Air Force (CCAF). Activated in April 1972, CCAF provides enlisted members the opportunity to earn associate degrees in applied sciences directly related to their Air Force Specialties. The Air Force, through CCAF, is the only military service authorized by Congress to confer an associate degree on its enlisted members. CCAF was accredited by the Southern Association of Colleges and Schools, Commission on Occupational Education Institutions in 1980. CCAF staff continuously reviews and evaluates the enlisted education and training of schools affiliated with CCAF to determine college level applicability toward CCAF degree requirements. Upon completion of Basic Training, all enlisted members are automatically enrolled in CCAF.

Continuation Training (CT). Additional training provided to increase skills and knowledge beyond the minimum required.

Core Task. Tasks identified as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for core tasks can be found in the applicable CFETP narrative.

Course Objectives List (COL). A publication, derived from initial skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-skill level in this career field. Supervisors use the COL to conduct graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

DoD Career Development Program. DoD implementation of the Career Development Program for Acquisition Personnel resulting from the Defense Acquisition Workforce Improvement Act (DAWIA), Public Law 101-510. See also: Acquisition Professional Development Program (APDP), defined above.

Element Tasks. Those tasks that are required of contracting airmen/NCOs during training at a given skill level. The tasks are related to the specific area within the contracting specialty to which the airman/NCO is assigned.

Initial Skills Training. A formal resident course which results in award of an entry level career specialty.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught the knowledge, skills, and essentials for successful job performance in a cost efficient way. AFI 36-2235, Vol II, Information For Designers of Instructional Systems, contains information and guidance for applying the ISD process described in AFMAN 36-2234.

Mission Ready Airman (MRA). A graduate of the Contracting Apprentice Course which includes hands-on training and task certification of selected tasks to the competency level specified by the STS. Competency is defined by the proficiency code.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job Training (OJT). A delivery method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. OJT is hands-on, over-the-shoulder training conducted at the duty location.

OJT Task Certifiers. Certifiers must meet certain qualifications and are appointed in writing by the unit commander. Certifiers must be at least a staff sergeant with a 5-skill level, or equivalent experience (civilian), qualified and certified to perform the tasks being evaluated, must be someone other than the trainer, and must complete the Air Force Training Course. NOTE: Prior to completion of the Air Force Training Course, Unit Commanders substantiate a Certifier's Qualification. See your training manager for further clarification about qualifying to be a certified trainer.

OJT Trainer. A qualified person, recommended by the supervisor and appointed in writing by the commander, qualified on trainer tasks, who teaches airmen to perform specific tasks through OJT methods.

OJT Trainer/Certifier Non-Availability. When a requirement exists and assigned personnel do not meet the prerequisites, unit-training managers will seek out other qualified trainers/certifiers from within the unit. If none is available, unit training will assess whether the condition can be satisfied with base or other local area resources, such as co-located or nearby Active Duty, AFRES, or ANG personnel. If the condition cannot be resolved, base training will send a message to the parent MAJCOM training manager requesting assistance. The MAJCOM training manager will coordinate with the respective MAJCOM AFSC functional manager to determine whether TDY support or waiver of the limiting factor(s) is appropriate. The MAJCOM training manager will provide a recommendation to the MAJCOM Director of Personnel. MAJCOM DP has the authority to waive the limiting factor and will notify HQ USAF/DPPE of any waivers granted.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in another audiovisual medium.

Specialty Training. A mix of formal (technical school) and informal (on-the-job) training to qualify an airman/NCO for upgrade to a higher skill level within an AFS.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge an airman in that specialty may be expected to perform or know how to perform on the job. It identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Total Force. A Department of Defense policy that recognizes all components contributing to deterrence of war and protection of United States National Security interests. These components collectively called total force include active, reserve, and civilian elements of the United States Air Force.

Training Capacity. The maximum capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

Upgrade Training (UGT). Mandatory training that leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of the Air Force Career Field Manager (AFCFM), MAJCOM AFSC functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determine career ladder training requirements.

SECTION A - GENERAL INFORMATION

1. **Purpose.** This CFETP provides information necessary for AFCFMs, MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program.

1.1. **Types of Training.** This plan outlines training that individuals in this AFS should receive to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training.

1.1.1. **Initial Skills Training.** Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers.

1.1.2. **Upgrade Training.** Upgrade training identifies the mandatory courses, task qualification requirements, core tasks, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels.

1.1.3. **Qualification Training.** Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job.

1.1.4. **Advanced Training.** Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

1.2. **Multi-Purpose.** The CFETP is a management tool that provides the training requirements, courses, and resource constraints pertaining to the 6C0X1 career field.

1.2.1. **Management Tool.** The plan serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. It helps supervisors identify training at the appropriate point in an individual's career.

1.2.2. **Training Requirements.** The plan identifies task and knowledge training requirements for each skill level in the contracting specialty and recommends training/education throughout each phase of an individual's career.

1.2.3. **Training Courses.** The CFETP lists training courses available in the contracting specialty, identifies sources of training, and the training delivery method.

1.2.4. **Resource Constraints.** The plan identifies major resource constraints which impact full implementation of the desired career field training process.

2. **Uses.** MFM and supervisors at all levels will use the CFETP to ensure comprehensive and cohesive training programs are available for each individual in the AFSC.

2.1. **AETC Training Personnel.** AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based upon requirements established by the users and documented in Part 2 of the CFETP. They will work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. **MFMs.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training or exportable courses. For inclusion into the plan, MAJCOM-developed training to support this AFSC must be identified.

2.3. **Mandatory Training Requirements.** Each individual will complete the mandatory training requirements specified in this plan. Use the list of courses in Part 2 as a reference to support training.

3. **Coordination and Approval.** The AFCFM at SAF/AQC approves and maintains the CFETP. SAF/AQCX is the office of primary responsibility for the establishment of training policy to support the contracting career field. MAJCOM focal points and AETC training personnel review the CFETP annually to ensure currency and accuracy. Any changes or recommendations should be forwarded to the AFCFM. MAJCOMs must make sure training isn't developed that duplicates existing courses.

3.1. **Levels of Responsibility.** The following training responsibilities are assigned to each Air Force organizational level.

3.1.1. **SAF/AQCX.** SAF/AQCX monitors the progress of contracting training course development (entry, transition, and supplemental) and eliminates roadblocks preventing timely course development.

3.1.2. **AFCFM.** The AFCFM submits requests for field assistance on development efforts delayed due to lack of technical expertise at the contracting schoolhouse, conducts formal workshops to establish contracting training policy and direction of future contracting training, and, with SAF/AQCX, monitors the overall effectiveness of the contracting training program.

3.1.3. **AETC Training Personnel.** AETC training personnel will develop/revise formal resident and exportable training based on requirements established by the contracting community and documented in Part 2 of the CFETP. They also work with SAF/AQCX to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

3.1.4. **MAJCOM Contracting Training Managers.** MAJCOM contracting training managers ensure MAJCOM training programs complement the CFETP mandatory initial skills and upgrade training requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFS must be identified for inclusion in this plan and must not duplicate existing training without the consent of the AFCFM.

3.1.5. **Unit Commanders.** Unit commanders monitor the effectiveness of contracting training. Unit commanders notify MAJCOMs of formal training shortfalls to ensure timely correction and redirection of formal training emphasis; promote an atmosphere for the cross utilization of contracting personnel; develop a solid job rotation program to ensure the best possible training environment for contracting technicians; establish a local quality training program; designate highly qualified trainers and certifiers to ensure proper training of all contracting trainees; and provide assistance to outside agencies with contracting personnel ensuring the same level of training afforded all other contracting trainees.

3.1.6. **Individuals.** Each individual will complete the mandatory training requirements specified in this plan.

SECTION B - CAREER PROGRESSION AND INFORMATION

4. Specialty Descriptions.

4.1. Input or Helper Level (6C011).

4.1.1. **Specialty Description.** Graduate from Basic Military Training and attend Contracting Apprentice Course. By training selected tasks to a competency level defined by the training standard, this course uses a Mission Ready Airman approach.

4.1.2. Duties and Responsibilities.

4.1.2.1. **Initial Skills Training.** Attend Contracting Apprentice Course and graduate with proficiency of the required tasks, to include demonstrated knowledge of contract law and regulatory principles, policies, procedures, and requirements.

4.2. Contracting Apprentice/Semiskilled Level (6C031).

4.2.1. **Specialty Description.** Purchases commodities, services, and construction within the simplified acquisition thresholds through commercial and simplified acquisition procedures. Administers purchase/delivery orders, blanket purchase agreements, maintenance agreements, and other contractual instruments within the micro-purchase and simplified acquisition thresholds. Processes automated contracting system transactions.

4.2.2. Duties and Responsibilities.

4.2.2.1. **General Contracting.** Organizes purchase request data and provides advice to government and contractor personnel on contracting related issues. Prepares basic memoranda, determinations and findings, and justifications and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods.

4.2.2.2. **Planning and scheduling.** Performs market research. Reviews requirements documents to include descriptions, government-furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Maximizes use of commercial items and practices.

4.2.2.3. **Solicitation and buying.** Processes purchase actions with minimal assistance. Determines applicability of contract clauses and special provisions with minimal assistance. Prepares and issues solicitations for commodities, services and construction requirements within the simplified acquisition threshold with minimal assistance. Uses commercial and simplified acquisition procedures such as purchase/delivery orders, blanket purchase agreements, or maintenance agreements with minimal assistance. Ensures solicitations are publicly advertised as appropriate. Obtains and considers factors relating to price such as transportation, options, Buy American Act, and multiple awards and/or all or none. Obtains and evaluates past performance information. Evaluates responsiveness of bids and offers. Prepares determination of contractor responsibility. Prepares bid abstracts. Amends and cancels solicitations. Reviews and evaluates bids/offers. Recommends rejection of bids. Recommends contract award.

4.2.2.4. **Administration.** Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Assesses contractor compliance and determines appropriate actions.

4.2.2.5. **Contingency.** Supports contingency contracting at stateside or deployed locations in support of joint U.S. and allied forces.

4.2.2.6. **Evaluation.** Assesses contractor adherence to delivery schedules and price and determines appropriate actions. Prepares and presents such evaluations in the form of correspondence and briefings. Participates in the unit self-inspection program.

4.3. **Contracting Journeyman/Skilled Level (6C051).**

4.3.1. **Specialty Description.** Purchases commodities, services, and construction, within the simplified acquisition thresholds through commercial and simplified acquisition procedures. Administers purchase/delivery orders, blanket purchase agreements, maintenance agreements, and other contractual instruments within the micro-purchase and simplified acquisition thresholds. Processes automated contracting systems transactions.

4.3.2. **Duties and Responsibilities.**

4.3.2.1. **General Contracting.** Organizes purchase request data and provides advice to government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, and justifications and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Assesses contractor compliance with bonding, insurance, and tax requirements, as applicable and determines appropriate actions. Supports studies pursuant to competitive sourcing.

4.3.2.2. **Planning and scheduling.** Performs market research. Reviews requirements documents to include, but not limited to, descriptions, government-furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.

4.3.2.3. **Solicitation and buying.** Processes purchase actions with no assistance. Determines applicability of contract clauses and special provisions with no assistance. Prepares and issues solicitations for commodities, services and construction requirements within the simplified acquisition threshold with no assistance. Uses commercial and simplified acquisition procedures such as purchase/delivery orders, blanket purchase agreements, or maintenance agreements with no assistance. Ensures solicitations are publicly advertised as appropriate. Obtains and considers factors relating to price such as transportation, options, Buy American Act, multiple awards and “all or none” awards. Determines applicability of contract clauses and special provisions. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past

performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares and conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids/offers. Recommends contract award. Processes protests.

4.3.2.4. **Administration.** Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel. Assesses contractor compliance and determines appropriate actions. Knows the procedures to resolve claims, disputes and appeals. Terminates contracts and administers termination settlements.

4.3.2.5. **Contingency.** Provides contingency contracting support at stateside or deployed locations in support of joint U.S. and allied forces.

4.3.2.6. **Evaluation.** Evaluates methods and procedures used in purchasing commodities, services, and construction. Assesses contractor adherence to delivery schedules and price and determines appropriate action. Prepares and presents evaluations in the form of correspondence and briefings. Participates in the unit self-inspection program.

4.4. **Contracting Craftsman/Advanced Level (6C071).**

4.4.1. **Specialty Description.** Supervises purchasing of commodities, services and construction through simplified acquisition procedures, negotiation, sealed bidding and administration of contracts and contractual instruments. Prepares, uses, and evaluates automated contracting system products. Functions as an Air Force contracting officer when appointed. Inspects and evaluates contracting activities.

4.4.2. **Duties and Responsibilities.**

4.4.2.1. **General Contracting.** Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, and justifications and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions and determines appropriate action. Assesses contractor compliance with bonding, insurance, and tax requirements, as applicable. Supports studies pursuant to competitive sourcing.

4.4.2.1.1. **Quality Assurance Program Coordinator.** May be assigned to manage the Quality Assurance Program and provide training to quality assurance personnel.

4.4.2.2. **Planning and scheduling.** Performs market research. Reviews requirements documents to include descriptions, government-furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.

4.4.2.3. **Solicitation and buying.** Determines applicability of contract clauses and special provisions. Prepares solicitations, solicits proposals for commodities, services and construction requirements at and above the simplified acquisition threshold. Ensures solicitations are publicly advertised as appropriate. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Reviews and evaluates cost and pricing data/information to develop the government's position for negotiations or to determine price fair and reasonable. Conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids/offers. Prepares contract award with no assistance. Processes protests.

4.4.2.4. **Administration.** Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes and appeals. Analyzes the need for and issuance of show cause and cure notices. Terminates contracts and administers termination settlements.

4.4.2.5. **Contingency.** Supervises or participates in contingency contracting support at stateside or deployed locations in support of joint U.S. and allied forces.

4.4.2.6. **Evaluation.** Conducts meetings with contractors to resolve administrative issues. Evaluates methods and procedures used in purchasing commodities, services, and construction. Ensures contractor adherence to delivery schedules and price. Prepares and presents evaluation in the form of correspondence and briefings. Participates in the unit self-inspection program.

4.5. **Contracting Superintendent Level (6C091)/Chief Enlisted Manager (CEM) (6C000).**

4.5.1. **Specialty Description.** Manages purchasing and contracting of commodities, services and construction using various complex and simplified acquisition procedures, negotiation and sealed bidding; administers contract documents; manages personnel engaged in contracting activities and contingency contracting missions. Functions as senior manager, Air Force contracting officer and staff advisor. May serve as the squadron first sergeant. Manages retraining program. May manage the contracting officer warrant program. Provides management analysis using automated contracting systems. Related DoD Occupational Subgroup: 551.

4.5.2. **Duties and Responsibilities.**

4.5.2.1. **General Contracting.** When appointed, may function as a Contracting Officer. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply source, and trade information. Analyzes statistical data pertinent to contracting functions. Assesses contractor compliance with bonding, insurance, and tax requirements, as applicable and determines appropriate actions. Analyzes studies pursuant to competitive sourcing.

4.5.2.1.1. **Performs MAJCOM contracting manager functions.** Provides management and establishes command policy for all field activities. Manages command programs such as self-inspection, in-house/formal training, enlisted career development, contracting retraining, base support agreements, contingency contracting support, government wide purchase card, and APDP. Advisor for Air National Guard and Air Force Reserve support. Conducts staff surveillance/assistance visits to review procedures and assure compliance with directives and proper utilization of resources. Provides executive, managerial, and advisory support to the MAJCOM contracting division chief as well as contracting squadron commanders.

4.5.2.1.2. **May perform first sergeant duties.** Promotes welfare, morale, and health of enlisted personnel. Advises and assists the commander in maintaining discipline and standards regarding quality force. Assists the commander in preparing and presenting unit training and information programs. Supervises care and upkeep of unit dormitories and adjacent grounds. Monitors unit administration.

4.5.2.1.3. **Manages retraining program.** Conducts interviews with potential cross-trainees from other career fields with established criteria.

4.5.2.2. **Planning and scheduling.** Supervises preparation and administration of contracts and purchase/delivery orders to include a review of documents such as descriptions, government-furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations. Controls workflow and monitors status.

4.5.2.3. **Solicitation and buying.** Chairs, or is a member of, the contract review committee. Checks subordinates' work for adherence to prescribed regulations and policies. Discusses findings with subordinates, initiates action to correct deficiencies, and evaluates corrective action. Reviews applicability of contract clauses and special provisions. Reviews solicitations, proposals for commodities, services and construction requirements. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions.

4.5.2.4. **Administration.** Manages personnel conducting site visits to determine adequacy of contractor compliance and customer satisfaction. Manages those appointed to train and monitors quality assurance personnel. Resolves claims, disputes and appeals.

4.5.2.5. **Contingency.** Develops and manages contingency contracting program and plans through training, exercises, and Unit Type Code (UTC) taskings. Manages the necessary training programs for mobility requirements.

4.5.2.6. **Evaluation.** Evaluates methods and procedures used in purchasing commodities, services, and construction. Assesses contractor adherence to delivery schedules and price and determines appropriate action. Prepares and presents evaluation in the form of correspondence and briefings. Manages the unit self-inspection program. Manages training programs.

5. Skill and Career Progression. Adequate training and timely progression from the helper level to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must plan, manage, and conduct an effective training program. The guidance provided in this CFETP will ensure individuals receive viable training at the appropriate points in their careers.

5.1. Unique Aspects of Contracting Career Field. The contracting career field is dynamic and demanding. It requires a high level of training, education, and experience. Besides Air Force technical and OJT requirements, federal law mandates professional certification (detailed in Section B, Paragraph 8, Acquisition Professional Development Program (APDP)/DoD Career Development Program, of this plan). The following narrative is supported by AFSC 6C0X1 career field documents including the Contracting Career Path Pyramid (Figure 1) and related figures. These documents are referenced below and listed, in their entirety, in Section B, Paragraph 10, of this CFETP.

5.1.1. Job Rotation. Exposure to different positions and aspects of contracting is essential at all skill levels. Contracting specialists need to gain experience in a variety of tasks. To obtain requisite experience in a variety of contracting actions, specialists must rotate to different positions within the contracting office.

5.1.2. Training and Education. Requirements for progression in Air Force skill levels, APDP Contracting Levels, and OJT core task training often overlap. Contracting specialists need to attend AETC technical training courses, DoD courses in support of APDP Contracting Level certifications, and accredited college courses.

5.1.3. Timelines for Training. Timelines provide a composite of technical, professional, and military training goals. They combine technical training, OJT, APDP certification, PME, and other education and training goals. Timelines provide guidance in skill and career progression for Non-Prior Service and Prior Service (Cross-trainees). Unless stated as a maximum time, all timelines are approximate. Supervisors will make adjustments to accommodate the mission.

5.1.3.1. Non-Prior Service. Refer to Figure 3.

5.1.3.2. Prior Service (Cross-trainees). Refer to Figure 4.

5.1.4. PME. Contracting airmen attend PME commensurate with grade.

5.2. Input or Helper (Entry Level). Graduate from Basic Military Training School and attend the Contracting Apprentices Course.

5.3. **Apprentice (3-skill level).** The initial skills course must be completed for the award of AFSC 6C031.

5.3.1. **Initial Skills Training.** Initial skills training consists of the tasks and knowledge training provided in the 3-skill level resident course located at Lackland AFB, TX. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data, graduate assessment surveys (GAS), and 6C0X1 subject matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard at Part 2 Sections A and B. The initial skills course uses a Mission Ready Airman (MRA) approach that trains selected tasks to a competent skill level and provides portions of training in a simulated contracting office using scenarios based on real-world contracting actions and employing automated contracting systems.

5.3.2. **Timeline for Training.** To assess the training progress of a newly assigned Contracting Apprentice, refer to the applicable timeline.

5.3.2.1. **Non-Prior Service.** See Figure 3.

5.3.2.2. **Prior Service (Cross-trainee).** See Figure 4.

5.3.3. **Job Rotation.** To ensure exposure to a variety of contracting actions, rotate contracting apprentice specialists to different positions within the contracting office to the maximum extent possible.

5.4. **Journeyman (5-skill level).** For the award of AFSC 6C051, upgrade training consists of (1) completion of 5-skill level Contracting Career Development Course (CDC) within twelve months, (2) minimum time in up-grade training of fifteen months (Non-Prior Service)/nine months (Cross-trainees, if cross-trainee possessed 5-skill level in prior AFSC), (3) completion of all core tasks and other duty position requirements identified by supervisor, (4) meet mandatory requirements listed in AFMAN 36-2108, and (5) be recommended by supervisor.

5.4.1. **Career Development Course.** The 5-skill level training consists of two Contracting Career Development Courses. Knowledge training requirements are identified in the specialty training standard at Part 2 Sections A and B of this CFETP.

5.4.2. **Timeline for Training.** To assess the training progress of a contracting Journeyman, refer to the applicable timeline.

5.4.2.1. **Non-Prior Service.** See Figure 3.

5.4.2.2. **Prior Service (Cross-trainee).** See Figure 4.

5.4.3. **Job Rotation.** To ensure exposure to a variety of contracting actions, rotate contracting journeyman specialists to different positions within the contracting office to the maximum extent possible. Assign Journeyman specialists as buyers or contract administrators. Supervisors may delegate limited contracting officer responsibilities to 5-levels.

5.4.4. **Contingency Deployment.** While deployed in support of contingency operations, completion of formal OJT programs will not be required.

5.4.5. **Airman Leadership School (ALS).** Journeyman specialists must attend ALS. Attendance is governed by several factors.

5.4.6. **Mandatory Requirements.** Staff Sergeant selectees must complete ALS before assuming new rank. Senior Airmen will attend Airman Leadership School (ALS) within 48 months total active federal military service (TAFMS).

5.4.7. **Unit Trainer.** 5-levels must successfully complete ALS before consideration for appointment as unit trainers.

5.4.8. **Weighted Airman Promotion System (WAPS).** Individuals will use CDCs to prepare for promotion testing.

5.4.9. **Continuing Education.** Journeyman specialists should consider continuing their education in pursuit of a CCAF degree and Contracting Level I certification.

5.5. **Craftsman (7- skill level).** Begin upgrade training to the 7-skill level upon selection to SSgt. For award of AFSC 6C071, upgrade training consists of (1) achievement of APDP Level II Contracting Certification, (2) completion of Contingency Contracting Course (CON 234), (3) minimum twelve months up-grade training and completion of all core tasks, (4) ability to perform Contingency Contracting Officer (CCO) duties, (5) meet mandatory requirements listed in AFMAN 36-2108, and (6) be recommended by supervisor.

5.5.1. **Positions.** A 7-level can expect to buy and administer more complicated contracts and, in some cases fill various supervisory and management positions such as a flight chief, assistant flight chief, superintendent, first sergeant. They can also expect to serve as task certifiers.

5.5.2. **Timeline for Training.** To assess the training progress of a Non-Prior Service airman, refer to Figure 3. For a Prior Service (Cross-trainee) airman, refer to Figure 4. The timeline reflects ideal conditions for training. The rank of the cross-trainee may impact the time line, requiring early attendance in courses required to obtain APDP Contracting Level II certification.

5.5.3. **Contingency Deployment.** Personnel deployed in support of a contingency should continue with training under the guidance of the on-site supervisor.

5.5.4. **Noncommissioned Officer Academy (NCOA).** Upon promotion to TSgt, individuals will attend the NCOA.

5.5.5 **Weighted Airman Promotion System (WAPS).** Individuals will use CDCs to prepare for promotion testing.

5.5.6. **Continuing Education.** Continued academic education through the CCAF or civilian education institution is highly desirable.

5.6. **Superintendent/Chief Enlisted Manager (CEM) (9-skill level).** Begin upgrade training to the 9-skill level upon selection to SMSgt. For award of AFSC 6C091, upgrade training consists of (1) completion of all duty position training requirements and (2) meet mandatory requirements listed in AFMAN 36-2108.

5.6.1. **Positions.** 9-level specialists are either Superintendents or CEMs.

5.6.1.1. **Superintendent.** A superintendent can expect to perform as flight chief, assistant flight chief, or contracting superintendent/first sergeant.

5.6.1.2. **CEM.** A CEM is the senior ranking NCO. CEM duties and responsibilities vary depending on the assignment. Although their training and education requirements are the same as those of Superintendents, job-specific requirements vary according to assignment.

5.6.2. **Senior Noncommissioned Officer Academy (SNCOA).** It is highly desirable that SMSgt selectees attend the Senior Noncommissioned Officer Academy (SNCOA).

5.6.3. **Continuing Education.** Additional higher education is highly desirable. SMSgts should attend courses leading to APDP Level III Contracting certification.

6. **Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the contracting career field. The spectrum includes a strategy for when, where, and how to meet these training requirements. The strategy must ensure development of affordable training, elimination of duplication, and prevention of a fragmented approach to training. The following training decisions were based on a career field Utilization and Training Workshop (U&TW) held 12-16 February 2001 at Lackland Air Force Base, Texas.

6.1. **Changes to STS 6C0X1.** Functional Managers revised and updated “Tasks, Knowledge and Technical References” on the STS as detailed below.

6.1.1. **Deletions.** Functional Managers deleted security training currently taught in other venues, including Information Security (INFOSEC) and Computer Security (COMPUSEC).

6.1.2. **Realignments.** MAJCOM CFMs realigned STS line items to incorporate commercial contracting into applicable other areas. They also eliminated automated contracting systems as a separate line item and incorporated use of the required system into other applicable tasks. In addition, they removed commercial acquisitions as a separate line item, realigning and incorporating commercial acquisition tasks and knowledge in other requisite areas, adding a new STS line item, “Unique Aspects of Commercial Acquisitions.”

6.1.3. **Updates and Revisions.** The Functional Managers changed the following terminology: (1) “disputes” to “protests, disputes and appeals,” (2) “Contract Law’s Basic Concepts” to “Contract Concepts,” including basics of contract law and statement of guiding principles. They updated and supplemented technical references.

6.1.4. **Additions.** The Functional Managers added the following new STS line items: (8.) Information Technology, (8.1) Basic Computer Skills, (8.2) Automated Contracting Systems, and (15.) Unique Aspects of Commercial Acquisitions.

6.2. **Initial Skills.** Functional Managers decided airmen entering the contracting career field will be trained to be Mission Ready Airmen (MRA) in selected tasks. Accordingly, they increased the proficiency codes on certain tasks from “partially proficient (“2b”) to competent (“3b” or “3c”). (The STS in Part 2, Sections A and B of this CFETP lists these items.) To achieve the requisite level of proficiency, Functional Managers determined that selected portions of training be provided in a simulated contracting office using scenarios based on real-world contracting actions and employing the contracting automated system. Functional Managers concurred that emphasis continue to be placed on contracting using SAP and acquisition of commercial items.

6.3. **5-Level Upgrade Requirements.** Functional Managers determined that the time allowed (two years) for Journeyman specialists to complete both CDC courses was excessive. In addition, due to the deletion of the 7-skill level Contracting Craftsman resident course, some requirements were added to the 5-skill level CDCs.

6.3.1. **Time Allowed for Completion of CDC Courses.** Functional Managers changed the time allowed for completion of both CDC courses from one (1) year per course to six (6) months per course. In addition, they reduced the amount of time given for extensions from four (4) months per course to two (2) months per course. Because of the emphasis on use of commercial items, contracting using sealed bids was given less emphasis.

6.3.2. **CDC Standards.** The following STS line items were added to the 5-skill level CDCs: (3.) Supervision and (4.) Training. In addition, the proficiency code for STS Line Item (16.) Contracting by Sealed Bidding, was reduced from “B” to “A.”

6.4. **7-Level Upgrade Training Requirements.** Because the 7-skill level Contracting Craftsman course was deleted due to lack of funding, 7-skill level upgrade requirements changed. Effective 1 October, 2001, the 7-skill level will be awarded upon the successful completion of all of the following requirements.

6.4.1. **APDP Contracting Level II Certification.** 5-levels must accomplish APDP Contracting Level II certification to be awarded the Craftsman specialty.

6.4.2. **OJT.** Completion of OJT core tasks, including the ability to perform Contingency Contracting Officer duties, is required.

6.4.3. **CON 234.** Completion of APDP (DAU) CON 234, Contingency Contracting is mandatory.

6.5. **Proficiency Training.** Functional Managers provided additional guidance regarding OJT standards. On the STS, they divided subject/topics into two separate line items, with one line item for the knowledge associated with a particular task and a separate line item for the performance of the task.

6.6. **Other Changes.** Effective 01 March 2001, the Defense Acquisition University (DAU) granted CON 101 equivalency to the combination of three courses, the Apprentice Contracting Course (in-residence) and the two 5-skill level CDC courses. Accordingly, successful completion of all three courses is equivalent to completion of CON 101.

6.6.1. **Automatic Scheduling of CON 101.** Effective 01 March 01, because of the equivalency noted in Paragraph 6.6 above, automatic scheduling of students to attend DAU course CON 101 will no longer be accomplished. Students shall no longer be allowed to enroll in CON 101.

6.6.2. **Automatic Scheduling of CON 104.** Effective 01 October 2001, automatic scheduling of Contracting Apprentice Course graduates into CON 104 will be cancelled. Squadron Training Managers will be responsible for scheduling enlisted personnel for CON 104. The target window for attending CON 104 was established to be between sixteen (16) to eighteen (18) months after the date the airman entered training.

7. **Community College of the Air Force (CCAF) Academic Programs.**

7.1. **Enrollment.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The degree must be completed before the student separates from the Air Force, retires, or commissions as an officer. For program details regarding the Associate of Applied Science degree, refer to the CCAF web site at <http://www.au.af.mil/au/ccaf>.

7.2. **Degree Requirements:** Airmen must hold the 5-skill level to graduate in any programs. Subject area requirements are shown below. The Contract Management program applies to the 6C0X1 career field.

<u>Subject</u>	<u>Semester hours</u>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
<hr/> Total	<hr/> 64

7.2.1. **Technical Education.** A minimum of twelve (12) semester hours of Technical Core subjects/courses must be applied. The remaining semester hours will be applied to fulfill Technical Education and Program Elective requirements.

7.2.2. **Leadership, Management, and Military Studies.** These include Professional Military Education (PME) and civilian management courses. Refer to the CCAF General Catalog for transferability of civilian management courses.

7.2.3. **Physical Education.** This requirement is satisfied upon completion of basic military training.

7.2.4. **General Education.** Courses must meet the Criteria for Application of Courses to the General Education Requirement and be in agreement with the definitions of Applicable General Education subjects/courses as outlined in the CCAF General Catalog.

7.2.5. **Program Electives.** These are satisfied with applicable Technical Education, Leadership, Management, and Military Studies, or General Education subjects/courses.

7.3. **Personal Choice.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain CCAF's accreditation through the Southern Association of Colleges and Schools.

8. **Acquisition Professional Development Program (APDP)/DoD Career Development Program.** With implementation of the Defense Acquisition Workforce Improvement Act (P.L. 101-510), the Department of Defense established a Career Development Program for acquisition personnel. The Air Force policy implementing this program is the Acquisition Professional Development Program (APDP).

8.1. **APDP Application.** APDP applies to officer, enlisted, and civilian personnel occupying contracting and acquisition positions. It provides guidance relating to certification requirements applicable to the 6C0X1 career specialty.

8.2. **Certification Requirements.** The contracting career path includes three progressive levels of certification. Each level identifies the completion of specific training, education and experience requirements. Acquisition personnel may not be assigned to an acquisition position unless they have been awarded a certification at least equal to the level of certification at which the position has been coded, or can obtain such a certification within eighteen (18) months of being assigned to the position.

8.3. **Certification Requirement Exceptions.**

8.3.1. **Experience.** The educational requirements identified in the contracting career path are not mandatory for personnel who have at least ten (10) years of experience (as of 1 October 1991) in acquisition positions or in similar positions in which the individual obtains experience directly relevant to the field of contracting.

8.3.2. **Position.** Certification requirements do not apply to a person for purposes of qualifying to serve in a position that the person held on 1 October 1993, or any other position in the same grade and involving the same level of responsibilities as the position in which the person was serving on that date.

8.3.3. **Initial Assignment.** Personnel may be assigned to a position requiring a higher level of certification only if they can complete the certification requirements and attain the required certification level within eighteen (18) months of the day assigned to the position.

8.4. **Certification/Skill Level/Grade Association.** Certification levels do not require any grade or required skill level. Any person who meets the training, education, and experience requirements can be certified up to and including Level III. However, only those enlisted members requiring Level III certification based on coded duty position and level of responsibility should attend required courses. SAF/AQCX has final approval authority for enlisted members to attend any Level III training course.

8.5. **Satisfying APDP Educational Requirements.** For APDP Contracting certification, a minimum of 24 semester credit hours in business-related disciplines of study from an accredited institution of higher education is required. The business related disciplines are organization and management, accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, and quantitative methods.

8.5.1. **CCAF.** Contracting enlisted personnel are strongly encouraged to use the CCAF to receive business-hour credit to satisfy the APDP requirement of 24-hours of business-related coursework.

8.5.2. **DAU.** Defense Acquisition University (DAU) contracting courses may also result in the allocation of business-hour credit through the CCAF.

8.5.3. **Civilian Courses.** Attending civilian courses through the tuition-assistance program is also highly encouraged.

8.5.4. **Other Programs.** Members may also acquire semester-hour credits through the College-Level Examination Program (CLEP) and the Defense Activity for Non-traditional Education Support (DANTES). Both programs offer opportunities to test business knowledge. Successful test scores can result in the award of three (3) to six (6) semester hours per test. Local education offices can provide more information.

9. **Special Experience Identifiers (SEIs).**

9.1. **Purpose.** SEIs identify special experience and training not otherwise identified within the personnel data system (PDS). They are used when identifying experience or training is critical to the job and person assignment match and no other identification is appropriate or available. SEIs are tied to the assignment process and better distribute personnel to optimize the job and person match.

9.2. **Three Contracting SEIs.** SEIs reflect training and experience accomplishments and certification levels for the APDP Contracting career path. SEIs also affect contracting officer appointment eligibility and contingency contracting assignments.

9.2.1. **129.** Code 129 represents APDP Contracting Level I certification. Enlisted positions in the contracting career field associated with duties above the simplified acquisition threshold are coded either 129 or 130.

9.2.2. **130.** Code 130 represents APDP Contracting Level II certification. Enlisted positions in the contracting career field associated with duties above the simplified acquisition threshold are coded either 129 or 130.

9.2.3. **131.** Code 131 represents APDP Contracting Level III certification.

9.2.4. **Responsibilities.** Because SEIs determine assignment of positions and locations, personnel must work toward acquiring them.

9.2.4.1. **Supervisors.** Supervisors should thoroughly discuss the contracting SEI process and its impact on individual performance during feedback sessions and encourage specialists to work toward acquiring the appropriate SEI codes.

9.2.4.2. **Individuals.** Individuals are responsible for ensuring the appropriate SEI Code is entered into their records. They do so either at their orderly room (if it has access to MILMOD) or at the local Military Personnel Flight (MPF).

10. **Career Field Path.** The following documents describe the contracting career path and summarize significant education and training guidance.

10.1. **Figure 1, “Contracting Career Field: Enlisted Career Path Pyramid,”** is a graphic view of the path followed by a typical contracting airman.

10.2. **Figure 1.1, “Career Path Milestones,”** supports the “Career Path Pyramid,” (Figure 1) and summarizes upgrade requirements, identifies milestones to be met, and provides the average sew-on time for contracting personnel promotion from SrA through CMSgt.

10.3. **Figure 1.2, “Wear of Occupational Badges,”** summarizes guidance provided in AFI 36-2923, “Aeronautical, Duty & Occupational Badges.”

10.4. **Figure 2, “Timeline for Training-Non Prior Service,”** is a chronological composite of technical, professional and military training goals for Non-Prior Service airmen.

10.5. **Figure 3, “Timeline for Training- Prior Service (Cross-Trainee),”** is a chronological composite of technical, professional and military training goals for Prior Service (Cross-Trainee) airmen.

Contracting Career Field: Enlisted Career Path Pyramid

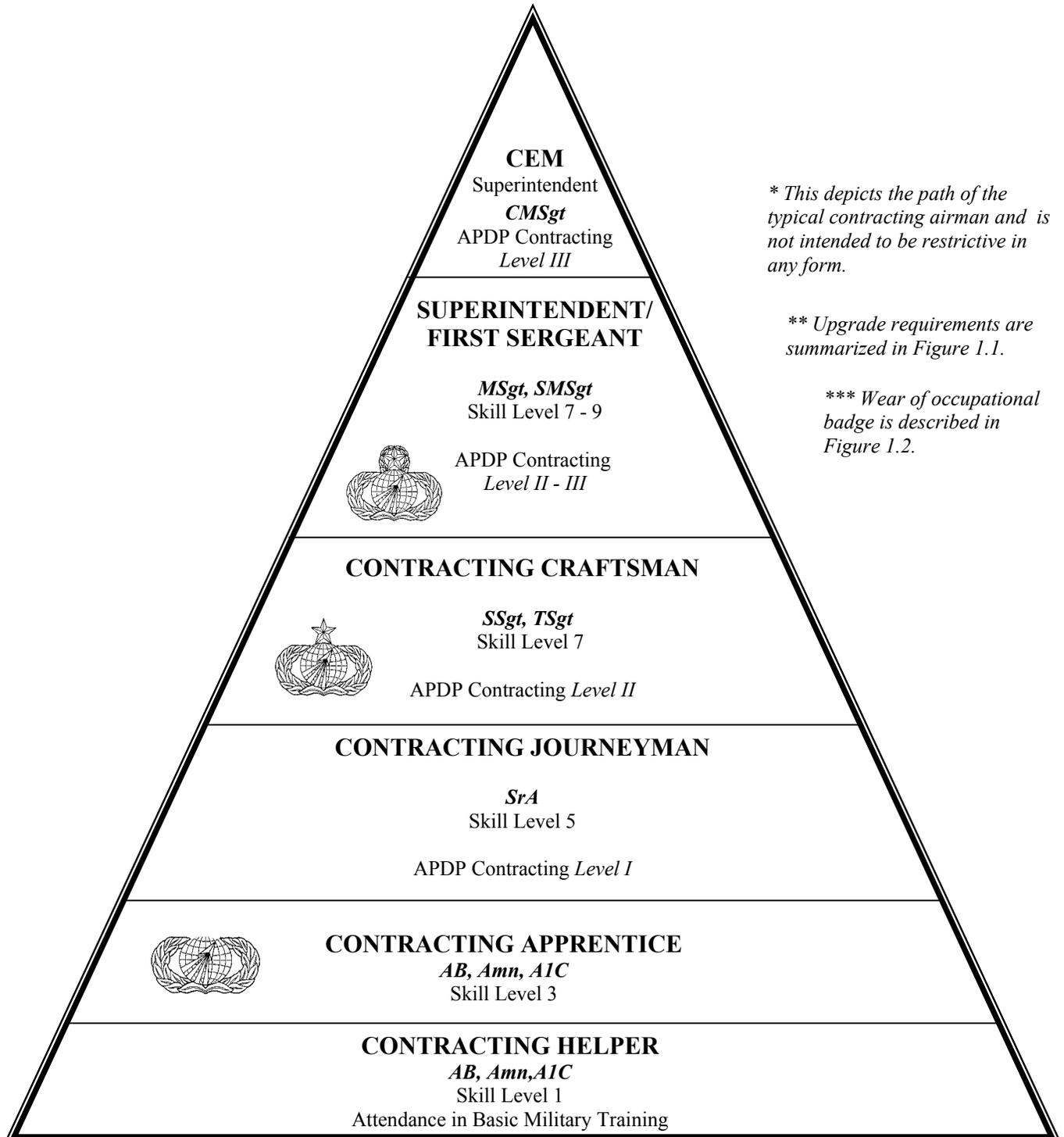


Figure 1

CAREER PATH MILESTONES

UPGRADE TO HELPER (6C011)			
<ul style="list-style-type: none"> • Complete mandatory Basic Military Training School at Lackland AFB 			
UPGRADE TO APPRENTICE – 3 Skill Level			
<ul style="list-style-type: none"> • Complete Contracting Apprentice technical school at Lackland AFB 			
UPGRADE TO JOURNEYMAN – 5 Skill Level			
<ul style="list-style-type: none"> • Complete mandatory 5-skill level Contracting Career Development Courses (CDCs) within 12 months (maximum possible extension of 2 months per course) • Minimum 15 months up-grade training (9 months if cross-trainee who possessed 5 skill level in prior AFSC) • Complete all core task training and other duty position requirements identified by the supervisor • Meet mandatory requirements listed in specialty description in AFMAN 36-2108 (Airman Classification) and this CFETP • Recommended by the supervisor 			
AIRMAN LEADERSHIP SCHOOL (ALS)			
<ul style="list-style-type: none"> • Must be a SrA with 48 months time in service or be a SSgt selectee • Resident graduation is a prerequisite for SSgt sew-on (active duty only) 			
TRAINER			
<ul style="list-style-type: none"> • Qualified on task being taught to trainee and recommended by supervisor • Must attend the formal Air Force Training Course and be appointed by Commander 			
UPGRADE TO CRAFTSMAN – 7 Skill Level			
<ul style="list-style-type: none"> • Minimum rank of SSgt • APDP Level II Certification and completion of Contingency Contracting Course (CON 234) • Minimum 12 months up-grade training • OJT and completion of all core tasks; ability to perform Contingency Contracting Officer (CCO) duties • Meet mandatory requirements listed in specialty description in AFMAN 36-2108 (Airman Classification) and this CFETP • Recommended by supervisor 			
CERTIFIER			
<ul style="list-style-type: none"> • SSgt or above or civilian equivalent qualified in tasks evaluating • Attend formal Air Force Training Course and be appointed by the commander • Be a person other than the trainer 			
NONCOMMISSIONED OFFICER ACADEMY (NCOA)			
<ul style="list-style-type: none"> • Must be a TSgt or TSgt selectee • Resident graduation is a prerequisite for MSgt sew-on (active duty only) 			
USAF SENIOR NONCOMMISSIONED OFFICER ACADEMY (SNCOA)			
<ul style="list-style-type: none"> • Must be a SMSgt or MSgt • SNCOA correspondence course is available for MSgts • Resident graduation is a prerequisite for CMSgt sew-on (active duty only) 			
UPGRADE TO SUPERINTENDENT – 9 Skill Level			
<ul style="list-style-type: none"> • Minimum rank of SMSgt • Satisfy all duty position training requirements 			
CONTRACTING SEW-ON TIME			
RANK	EARLIEST	AVERAGE	HIGH YEAR OF TENURE
SrA	28 Months	36 Months	10 Years
SSgt	3.0 Years	6.83 Years	20 Years
TSgt	5.0 Years	15.21 Years	22 Years
MSgt	8.0 Years	17.52 Years	24 Years
SMSgt	11 Years	18.54 Years	26 Years
CMSgt	14 Years	22.16 Years	30 Years

Figure 1.1

WEAR OF OCCUPATIONAL BADGES

Acquisition and Financial Management Badge (IAW AFI 36-2923)

BADGE	Authorized Wear (enlisted personnel)
Basic	Completion of initial skills training (Contracting Apprentice Course)
Senior	After award of 7-skill level
Master	5 years in the specialty from award of 7 level

Notes:

1. If more than one badge is worn, wear the badge for the current job in the top position.
2. For Cross-trainees, time credit toward new badges starts upon entry into the new AFSC.
3. Exception: An officer who formerly served as enlisted member may continue to wear the occupational badge for the career field they were in as an enlisted member.

Figure 1.2

**TIMELINE FOR TRAINING
NON-PRIOR SERVICE**

Months are as of the trainee's date arrived on station. Unless stated as a maximum date, all times are approximate. Trainee's supervisors will make adjustments to accommodate the mission.

<i>Month</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>
Technical Training	CDC – "A" Course						CDC – "B" Course					
On-the-Job Training	5-skill level up-grade training (must complete OJT core training before upgrade to 5-skill level)											
APDP Certification										Start APDP Certification Requirements*		

<i>Month</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
Technical Training				max CDC								
On-the-Job Training	UGT continues		upgrade to 5-skill level (min 15 - average 18 months)									max UGT 5-lvl
APDP Certification	attend CON 104 **					CON Lv11						

<i>Month</i>	<i>25-36</i>	<i>37-48</i>	<i>49-60</i>
Technical Training			
On-the-Job Training			
APDP Certification	CON 202 / 204 / 210 CON 234***		

*As a minimum, APDP Contracting Certification requires at least 24 hours of business education. This requirement is explained in this CFETP at paragraph 8.5.

**Completion of the contracting Career Development Course is mandatory prior to attendance.

***During this time frame, CON 234 attendance is desired. Note: It is required for upgrade training to the 7-skill level.

Figure 2

**TIMELINE FOR TRAINING
PRIOR SERVICE (CROSS-TRAINEE)**

Months are as of the trainee's date arrived on station. Unless stated as a maximum date, all times are approximate. Trainee's supervisors will make adjustments to accommodate the mission.

<i>month</i>	1	2	3	4	5	6	7	8	9	10	11	12
Technical Training	CDC – "A" Course						CDC – "B" Course					
On-the-Job Training	5-skill level up-grade training (must complete OJT core training before upgrade to 5-skill level)											
APDP Certification											Start APDP Education Requirements	

<i>month</i>	13	14	15	16	17	18	19	20	21	22	23	24
Technical Training				max CDC								
On-the-Job Training	UGT continues		Upgrade to 5-skill level (min 9 - average 18 months)			UGT for 7-skill level (5-skill level if not yet up-graded)					max UGT 5-lvl	
APDP Certification	attend CON 104 ** attend CON 234***				CON Lv11	CON 202 / 204 / 210						

<i>month</i>	25-36	37-48	49-60
Technical Training			
On-the-Job Training	Upgrade to 7-skill level (must complete OJT Core training)		
APDP Certification		APDP CON Level II	CON 243 / 244

*As a minimum, APDP Contracting Certification requires at least 24 hours of business education. This requirement is explained in this CFETP at paragraph 8.5.

**Completion of the Contracting Career Development Course is mandatory prior to attendance.

***During this time frame, CON 234 attendance is desired. Note: It is required for upgrade training to the 7-skill level.

Figure 3

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

11. **Purpose.** Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level as defined in AFMAN 36-2108, Attachment 36. Specific task and knowledge training requirements are identified in the Specialty Training Standard (STS) at Part 2, Sections A and B of this CFETP.

12. **Specialty Qualification.**

12.1. **Input or Helper (1-skill level AFSC 6C011) Training Requirements.**

12.1.1. **Specialty Qualification Requirements.** For a summary of the following requirements, refer to Figure 1.1 of this CFETP.

12.1.1.1. **Knowledge.** This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

12.1.1.2. **Education.** For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or possession of a baccalaureate degree.

12.1.1.3. **Training.** There are no mandatory training requirements for the Helper (6C011) level.

12.1.1.4. **Experience.** There are no mandatory experience requirements for the Helper (6C011) level.

12.1.1.5. **Other.** For entry into this specialty, the following are mandatory.

12.1.1.5.1. **Aptitude.** Airmen must achieve a minimum of 70 in the general area derived from the Armed Forces Vocational Aptitude Battery or Armed Forces Classification Test.

12.1.1.5.2. **Communication Abilities.** For entry into this specialty, the airman must have the ability to communicate effectively in writing. For entry, award, and retention of these specialties, the airman must have the ability to speak distinctly.

12.1.1.5.3. **Character.** For entry, award and retention of the Contracting AFSC 6C0X1, it is mandatory that the specialist is never convicted of a felony, never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

12.1.2. **Training Sources.** The initial skills (Contracting Apprentice) course at Lackland AFB, TX satisfies the knowledge and training requirements specified in the specialty qualification section above.

12.1.3. **Implementation.** For pipeline airmen completing BMT, entry into training occurs when assigned to the contracting career field.

12.2. **Apprentice (3-skill level AFSC 6C031) Training Requirements.**

12.2.1. **Specialty Qualifications Requirements.** For a summary of the following requirements, refer to Figure 1.1 of this CFETP.

12.2.1.1. **Knowledge.** This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

12.2.1.2. **Education.** There are no mandatory education requirements for the Apprentice (6C031) level.

12.2.1.3. **Training.** Completion of the apprentice contracting specialist course is mandatory for the award of the 3-skill level (6C031) AFSC.

12.2.1.4. **Experience.** There are no mandatory experience requirements for the Apprentice (6C031) level.

12.2.1.5. **Other.** For entry, award, and retention of the Contracting AFSC 6C0X1, the following are mandatory.

12.2.1.5.1. **Communication Abilities.** Airmen must have the ability to speak distinctly.

12.2.1.5.2. **Character.** The specialist is never convicted of a felony, never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

12.2.2. **Training Sources.** Completion of the initial skills, Contracting Apprentice training course at Lackland AFB, TX satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The STS at Part 2, Sections A and B of this CFETP identifies all the knowledge and tasks, with their respective standards.

12.2.3. **Implementation.**

12.2.3.1. **Entry.** For pipeline airmen completing basic training, entry into training occurs when assigned to the contracting career field. For cross-training personnel, entry into training occurs after approval to retrain into contracting. (To be approved, cross-trainees undergo an established

interview process conducted by the contracting squadron/office superintendent. The MAJCOM superintendent makes approval recommendation. AFPC approves the reassignment.)

12.2.3.2. **First Duty Assignment.** Upon graduation from the Contracting Apprentice course, graduates are assigned to their first contracting duty position. Apprentices receive training on local 3-skill level duty position tasks and begin 5-skill level qualification training on core tasks, reinforcing the training accomplished at the Technical Training Center.

12.2.3.3. **CDC Enrollment.** Supervisors will enroll the apprentice in the 6C051A, Contracting Journeyman career development course (CDC). Upon completion of 6C051A, supervisors will enroll the apprentice in 6C051B. Completion of 6C051A is a prerequisite for enrollment into 6C051B. Both courses must be successfully completed to fulfill the CDC requirement.

12.2.3.4. **Job Rotation.** To the maximum extent practical, expose the airman to a variety of contracting actions by rotating positions within the contracting office.

12.3. **Journeyman (5-skill level AFSC 6C051) Training Requirements.**

12.3.1. **Specialty Qualification Requirements.** For a summary of the following requirements, refer to Figure 1.1 of this CFETP.

12.3.1.1. **Knowledge.** This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

12.3.1.2. **Education.** There are no mandatory education requirements for the Journeyman (6C051) level.

12.3.1.3. **Training.** There are no mandatory training requirements for the Journeyman (6C051) level. Refer to Section B, paragraph 5.4 of this CFETP.

12.3.1.4. **Experience.** For award of the 5-skill level, airmen must complete all of the following experience requirements.

12.3.1.4.1. **3-skill Level.** Airmen must qualify in and possess AFSC 6C031.

12.3.1.4.2. **Work.** Airmen must have work experience in assisting and performing duties involved in SAP, negotiations, and other approved methods of acquisition.

12.3.1.5. **Other.** For entry, award, and retention of the Contracting AFSC 6C0X1, the following are mandatory.

12.3.1.5.1. **Communication Abilities.** Airmen must have the ability to speak distinctly.

12.3.1.5.2 **Character.** The specialist is never convicted of a felony, never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

12.3.2. **Training Sources.** The following are training sources available to fulfill upgrade requirements for award of Journeyman specialist.

12.3.2.1. **Core Tasks.** The STS at Part 2, Sections A and B of this CFETP, identifies core tasks as minimum qualification requirements within an AFSC, regardless of duty position. The supervisor documents the STS to indicate tasks required in the airman's duty position.

12.3.2.2. **CDC Enrollment.** The Base Training Manager or units with MILMOD capabilities request enrollment in the 5-level CDC. Completion of the 5-level CDC is required prior to upgrade.

12.3.2.3. **Airman Leadership School (ALS).** For active duty members to assume the grade of SSgt, individuals must graduate from ALS. ANG and Reserve members may complete PME/promotion requirements by correspondence, residence, or any other approved method.

12.3.2.4. **APDP Certification.** Journeyman should be actively working toward their APDP Contracting Level 1 certification.

12.3.3. **Implementation.** Upon completion of 3-skill level, supervisors will meet with the airman to review 5-skill level upgrade requirements, document the individual's STS, and determine actions needed to implement effective and efficient use of all training sources available to timely meet mandatory specialty qualification requirements while fulfilling mission needs. In addition, to the maximum extent practical, expose the airman to a variety of contracting actions by rotating job positions within the contracting office.

12.4. **Craftsman (7-skill level AFSC 6C071) Training Requirements.**

12.4.1. **Specialty Qualifications.** For a summary of the following requirements, refer to Figure 1.1 of this CFETP.

12.4.1.1. **Knowledge.** This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

12.4.1.2. **Education.** There are no mandatory education requirements for the Craftsman (6C071) level.

12.4.1.3. **Training.** For award of the 7-skill level (6C071), the following training is mandatory: achievement of Level II Certification in contracting under the Acquisition Professional Development Program, and completion of Defense Acquisition University (DAU) contingency contracting course (CON234).

12.4.1.4. **Experience.** All of the following experience requirements are mandatory.

12.4.1.4.1. **5-skill Level.** Airmen must qualify in and possess AFSC 6C051.

12.4.1.4.2. **Work Experience.** Work experience in contracting for commodities, services, construction and contract administration is mandatory.

12.4.1.4.3. **CCO Duties.** Airman must have the ability to perform Contingency Contracting Officer (CCO) duties.

12.4.1.5. **Other.** For entry, award, and retention of the Contracting AFSC 6C0X1, the following are mandatory.

12.4.1.5.1. **Communication Abilities.** Airmen must have the ability to speak distinctly.

12.4.1.5.2. **Character.** The specialist is never convicted of a felony, never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

12.4.2. **Training Sources.** The following are training sources available to fulfill upgrade requirements for award of Craftsman specialty.

12.4.2.1. **Core Tasks.** The STS, shown in Part 2, Sections A and B of this CFETP, identifies core tasks required for qualification for upgrade to the 7-skill level.

12.4.2.2. **Duty Tasks.** The supervisor documents the airman's STS to indicate tasks required in the duty position.

12.4.2.3. **Contingency Contracting.** Because the ability to perform CCO duties is an experience requirement for award of the Craftsman specialty, it is mandatory that the airman either performs contingency contracting under actual conditions and/or otherwise obtains contingency experience.

12.4.2.4. **Education.** DoD/DAU courses as well as CCAF and other accredited college courses in support of APDP Contracting Level II certification and DAU's Contingency Contracting course (CON 234) are required training sources.

12.4.2.5. **NCOA.** For active duty members to assume the grade of MSgt, individuals must be graduates of the NCO Academy. ANG and Reserve members may complete PME/promotion requirements by correspondence, residence, or any other approved method.

12.4.3. **Implementation.** Upon completion of 5-skill level, supervisors will meet with the airman to review the 7-skill level upgrade requirements, document the individual's STS, and determine actions to implement effective and efficient use of all training sources available to meet mandatory specialty qualification requirements while fulfilling mission needs. Exposure to contingency contracting actions is mandatory. In addition, to provide the airman with a variety of contracting actions and coordinate training with duty responsibilities, to the maximum extent practical, rotate duty positions within the contracting office.

12.5. Superintendent/CEM (9-skill level AFSC 6C091/6C000) Training Requirements.

12.5.1. **Specialty Qualifications.** For a summary of the following requirements, refer to Figure 1.1 of this CFETP.

12.5.1.1. **Knowledge.** This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

12.5.1.2. **Education.** There are no mandatory education requirements for award of the Superintendent (6C091)/CEM (6C000) skill levels.

12.5.1.3. **Training.** There are no mandatory training requirements for the Superintendent (6C091)/CEM (6C000) 9-skill level..

12.5.1.4. **Experience.** For award of the 9-skill level, the following experience requirements must be met.

12.5.1.4.1. **6C071.** Qualification in and possession of AFSC 6C071 is mandatory.

12.5.1.4.2. **SMSgt.** The date for the airman's authorization to wear the rank of SMSgt must have occurred.

12.5.1.5. **Other.** For entry, award, and retention of the Contracting AFSC 6C0X1, the following are mandatory.

12.5.1.5.1. **Communication Abilities.** Airmen must have the ability to speak distinctly.

12.5.1.5.2. **Character.** The specialist is never convicted of a felony, never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

12.5.1.5.3. **APDP.** Superintendents should be actively working toward their APDP Contracting Level III certification.

12.5.2. **Training Sources.** DoD/DAU courses as well as CCAF and other accredited college courses in support of APDP Contracting Level III certification are training sources. In addition, attendance at the Senior NCOA is highly desirable.

12.5.3. **Implementation.** Upon completion of 7-skill level, supervisors will meet with the Craftsman specialist to review 9-skill level upgrade requirements and determine actions to implement effective and efficient use of all training sources available to meet mandatory specialty qualification requirements while fulfilling mission needs.

SECTION D - RESOURCE/TRAINING CONSTRAINTS

13. **Purpose.** This section identifies known resource constraints that preclude attainment of optimal training objectives.

13.1. **Training Constraints.** Implementation of the MRA Apprentice Course is contingent upon removal of the following constraints. Until the resources described below are at Lackland AFB, it is not possible to begin instructing students to the proficiency levels indicated in this STS.

13.2. **Manpower.** Additional authorizations for instructors have been identified at higher headquarters. Until the necessary instructors are assigned and trained, the current Apprentice Course will continue to be taught at Lackland AFB. The current course will not exceed the 2b level for performance items.

13.3. **Equipment.** To meet the requirements of the MRA Apprentice Course, a server, personal computers (PCs), workstations, and telephones are required.

13.4. **Software:** Students will be required to use the Standardized Procurement System (SPS) to accomplish actions required by the contracting process. The SPS will use a database for processing work center actions.

NOTE: Maintaining the SPS and other automated systems will also require a Systems Administrator.

13.5. **Building Modification:** Four classrooms, two traditional and two work-centers, must be provided. The classrooms must be equipped with computers with monitors, workstations, telephones, Internet and server connections to allow students to function as contracting specialists.

SECTION E - TRANSITION TRAINING GUIDE

NOTE: There are currently no transition training requirements. This area is reserved.

PART TWO

SECTION A - SPECIALTY TRAINING STANDARD, APPRENTICE/JOURNEYMAN/CRAFTSMAN (6C0X1)

1. **Implementation.** This STS will be used for technical training provided by Air Education and Training Command.

2. **Purpose of the Specialty Training Standard (STS).** As prescribed in AFI 36-2201, Developing, Managing, and Conducting Training, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TRs) necessary for airman to perform duties at the 3-, 5-, and 7-skill levels. These are based on an analysis of the Occupational Survey Report, dated February 1999. The task breakdown is based on an analysis of the duties during the February 2001 Utilization and Training Workshop conducted at Lackland AFB, TX, and from enlisted functional manager inputs.

2.2. Provides certification for OJT. Column 4 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.3. Shows formal training and correspondence course requirements. Column 3 of attachment 2 shows the proficiency to be demonstrated on the job by the graduate as a result of training in the 3-skill level course, described in the Education and Training Course Announcements (ETCA) system (previously AFCAT 36-2223) available at <http://hq2af.keesler.af.mil/etca.htm>. When two codes are used in column 3, the first code is the established requirement for resident training on the task/knowledge, and the second code is the level of training currently provided in the course. Column 3 also indicates the career knowledge provided in the 5-skill level Career Development Course (CDC). See AFIADL/AFSC/CDC listings maintained by the unit OJT manager for current CDC listings.

2.4. Explains Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and the career development course.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, On-the-Job Training Record, and used according to AFI 36-2201. When used as a JQS, additional requirements apply.

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the Air Force Career Field Manager (AFCFM). NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. **CFETP Transcribing Procedures.** Use the new CFETP to identify and certify all past and current qualifications. Transcribe qualifications in the following manner:

2.5.1.1.1. For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials. Remember, during the transcription process no training is taking place. Therefore, the trainer's initials are not required.

2.5.1.1.2. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date and enter trainee's and trainer's initials.

2.5.1.1.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when these tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.1.4. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

2.5.1.1.5. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, at a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries in writing or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. **Training Standard.** Tasks are trained and qualified to the “go”/”no go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures.

2.6. **Promotion Testing.** This STS is a guide for development of promotion tests under the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the AF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based on study references listed in the WAPS catalog. Individual responsibilities are in Chapter 14 of AFI 36-2605, US Air Force Reenlistment, Retention, and NCO Status Programs (formerly AFR 35-16, volume 1).

3. **Recommendations.** Report unsatisfactory performance of individual course graduates to the contracting training manager at: 345 TRS/DORP, 1015 Femoyer Drive, Lackland AFB TX 78236, DSN 473-4936 or, the 37th Training Group Customer Service Line (24 Hours), DSN 473-2917.

OFFICIAL

DARRYL A. SCOTT, Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachments

1. Qualitative Requirements
2. STS 6C0X1

SECTION B – COURSE OBJECTIVES LIST

Not available; to be issued when they become available.

SECTION C – SUPPORT MATERIALS

This area reserved.

SECTION D - TRAINING COURSE INDEX

4. **FORMAL SCHOOLS.** Refer to the Education and Training Course Announcements (ETCA) system (AFCAT 36-2223) available at <http://hq2af.keesler.af.mil/etca.htm> for USAF Formal Schools course descriptions and training information. Also, refer to Defense Acquisition University (DAU) Catalog for course descriptions and DoD school locations.

5. REQUIREMENTS.

5.1. Figure 1.1 summarizes the requirements to achieve each skill level in this specialty.

5.1.1. The Under Secretary of Defense for Acquisition and Technology (USD (A&T)) has approved checklists for the acquisition workforce under the authority of DoD Directive 5000.52, “Defense Acquisition Education, Training and Career Development Program.”

5.1.2. The checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields for Contracting Level I, Contracting Level II, and Contracting Level III.

5.1.3. To view these checklists, see web site: <http://www.dau.mil/career/appc.html>.

6. ENLISTED PROFESSIONAL MILITARY EDUCATION.

6.1. Resident attendance at the Airman Leadership School (ALS), NCO Academy (NCOA), and the Senior NCO Academy (SNCOA) will be required for active duty career progression. Correspondence course credit is available to ANG/AFRES personnel.

6.1.1. Airman Leadership School (ALS). Enlisted personnel will attend ALS after 48 months Total Active Federal Military Service (TAFMS) or upon selection for promotion to the rank of staff sergeant.

6.1.2. NCO Academy (NCOA). Enlisted personnel (TSgt and TSgt selectees) will attend the NCOA upon selection for promotion to the rank of technical sergeant for active duty personnel. ANG/AFRES personnel will attend as a staff sergeant or a technical sergeant.

6.1.3. Senior NCO Academy (SNCOA). Enlisted personnel (SMSgts and MSgts) may attend the SNCOA. SNCOA correspondence course is available for MSgts. Completion of the SNCOA in-residence is required prior to CMSgt pin-on. ANG/AFRES personnel will attend as a master sergeant or a senior master sergeant.

7. TRAINING PROGRAM DIRECTIVES.

AFIND 2	Numerical Index of Standard and Recurring Air Force Publications
AFIND 8	Numerical Index of Specialized Education & Training Publications
ETCA	USAF Formal Schools - Education and Training Course Announcements
AFI 36-2101	Military Personnel Classification Policy
AFI 36-2105	Officer Classification
AFI 36-2108	Airman Classification
AFI 36-2201	Developing, Managing, and Conducting Training
AFI 36-2301	Professional Military Education
AFI 36-2304	Community College of the Air Force
AFI 36-2502	Airman Promotion System
AFI 36-2605	Air Force Military Personnel Testing System
AFI 36-2923	Aeronautical Duty and Occupational Badges
AFI 38-101	Air Force Organization
AFPAM 36-2241 v1	Promotion Fitness Examination (PFE) Study Guide
AFPAM 36-2241 v2	USAF Supervisory Examination (USAFSE) Study Guide

8. TRAINING PROGRAM POINTS OF CONTACT.

<p>SAF/AQCX CMSgt Terry Durrett, DSN 425-7005 1060 Air Force Pentagon Washington DC 20330-1060 <i>fax: DSN (703) 588-1067 comm: (703) 588-7005</i> E-mail: Terry.Durrett@Pentagon.af.mil</p>	<p>HQ AETC/LGC CMSgt Jose Farias, DSN 487-6030 555 E Street East Randolph AFB TX 78150-4440 <i>fax: DSN 487-8344 comm: (210) 652-8344</i> E-mail: Jose.Farias@Randolph.af.mil</p>
<p>HQ USAFE/LGCE CMSgt Al Williams, DSN 314-480-5910 Unit 3050, Box 110 APO AE 09094-0110 <i>fax: DSN 314-480-2025 comm: 011-49-6371-47-2025</i> E-mail: al.williams@ramstein.af.mil</p>	<p>HQ PACAF/LGC CMSgt Andy Wall, DSN 315-449-5516 25 E Street, Suite I-326 Hickam AFB HI 96853-5427 <i>fax: DSN 315-449-0032 comm: (808) 449-0032</i> E-mail: Andrew.Wall@hickam.af.mil</p>
<p>HQ ACC/LGCP CMSgt "Sky" King, DSN 574-1621 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791 <i>fax: DSN 574-4400 comm: (804) 764-4400</i> E-mail: sky.king@langley.af.mil</p>	<p>HQ AMC/LGC CMSgt Albert "Ted" Bealer, DSN 779-7976 402 Scott Drive, Unit 2A2 Scott AFB IL 62225-5308 <i>fax: DSN 576-6668 comm: (618) 256-6668</i> E-mail: Albert.Bealer@Scott.af.mil</p>
<p>HQ AFSPC/LGC CMSgt Tom Scheetz, DSN 692-5322 150 Vandenberg Street, Suite 1105 Peterson AFB CO 80914-4350 <i>fax: DSN 692-5299 comm: (719) 554-5299</i> E-mail: Thomas.Scheetz@Peterson.af.mil</p>	<p>HQ AFSOC/LGC CMSgt Carlos Felix, DSN 579-5241 100 Bartley Street, Suite 224 Hurlburt Field FL 32544-5273 <i>fax: DSN 579-5063 comm: (904) 884-5063</i> E-mail: Carlos.Felix@Hurlburt.af.mil</p>
<p>HQ AFMC/PKO CMSgt Jim Dibert, DSN 787-8993 4375 Chidlaw Road, Suite 6 Wright-Patterson AFB OH 45433-5006 <i>fax: DSN 787-7054 comm: (937) 257-7054</i> E-mail: James.Dibert@wpafb.af.mil</p>	<p>11 CONS/LGC SMSgt Michael Lassiter, DSN 297-8046 110 Luke Ave, Suite 200 Bolling AFB DC 20332-0001 <i>fax: DSN 297-7892 comm: (202) 767-7892</i> E-mail: Michael.Lassiter@Bolling.af.mil</p>
<p>HQ AFRC/LGCM (Air Force Reserves) Mr Ron Dean, DSN 497-1614 155 2nd Street Robins AFB, GA 31098-1635 <i>fax: DSN 497-0732, comm (912)327-0732</i> E-mail: Ron.Dean@afrc.af.mil</p>	<p>National Guard Bureau (Air National Guard) Ms Karen Vasilos, (703) 681-0659 5109 Leesburg Pike, Suite 401A Falls Church, VA 22041-3201 <i>fax: (703) 681-0671</i></p>
<p>HQ DCMA (Air Force Reserves) CMSgt Don Collins, DSN 328-0812 6350 Walker Lane Alexandria, VA 22310 <i>fax: DSN 328-1504, comm (703)328-1504</i> E-mail: dcollins@hq.dema.mil</p>	

This Block Is For Identification Purposes Only		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	

QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task completely and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p>		
<p>EXPLANATIONS</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>x This mark is used alone in course columns to show that training is required but not given due to limitation in resources.</p> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime. The academic days is changed to a six-day workweek with ten hour training days.</p>		

Attachment 1

Attachment 2

STS 6C0X1

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
1. CAREER PROGRESSION LADDER TR: AFMAN 36-2108 and CFETP								
1.1 Progression in career ladder 6C0X1	5	A	B					
2. Operations Security (OPSEC) vulnerabilities of AFSC 6C0X1 TR: AFI 31-401, DOD5200.1R		A	B					
3. SUPERVISION TR: AFMAN 36-2108, AFPAM 36-2618, AFI 36-2201								
3.1 Orient personnel	5	-	-					
3.2 Assignment of personnel to work areas		-	-					
3.3 Assign personnel to work areas		-	-					
3.4 Planning work assignments		-	-					
3.5 Plan work assignments		-	-					
3.6 Scheduling work assignments		-	-					
3.7 Schedule work assignments		-	-					
3.8 Establish:								
3.8.1 Work schedules		-	-					
3.8.2 Controls		-	-					
3.8.3 Performance standards		-	-					
3.9 Evaluate work performance of subordinates		-	-					
3.10 Technical problems for subordinates		-	-					
3.11 Resolve technical problems for subordinates		-	-					
3.12 Counseling of personnel		-	-					
3.13 Counsel personnel		-	-					
3.14 Substandard personnel performance		-	-					
3.15 Initiate action to correct substandard personnel performance		-	-					
3.16 Outstanding personnel performance		-	-					

Attachment 2

STS 6C0X1

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
3.17 Recognize outstanding personnel performance		-	-					
4. TRAINING TR: AFI 36-2101, AFMAN 26-2108, AFI 36-2201, AFMAN 36-2247								
4.1 Determine need for individual training		-	-					
4.2 Plan and supervise OJT								
4.2.1 Determine job qualification standards		-	-					
4.2.2 Conduct training		-	-					
4.2.3 Counsel trainees on their progress		-	-					
4.2.4 Monitor training effectiveness		-	-					
4.3 Maintain training records		-	-					
4.4 Evaluate effectiveness of training programs		-	-					
4.5 Recommend personnel for training		-	-					
5. MANAGEMENT TR: AFI 64-109, AFI 64-117, AFI 90-201, DoD 5500.7-R, FAR 3.101, FAR Part 7, DFARS 201.602 and AFFARS 53106.602-3								
5.1 Contract Planning								
5.1.1 Acquisition planning		-	B					
5.1.2 Create acquisition plan	7	-	-					
5.1.3 Forecast requirements		-	B					
5.1.4 Forecasting requirements	7	-	-					
5.1.5 Acquisition strategy panel		-	B					
5.1.6 Select lease vs. purchase		-	B					
5.2 Self-Assessment program		-	B					
5.3 Unauthorized commitments/ratifications		A	B					
5.4 Customer education program		A	B					
5.5 Ethical Standards of Conduct		B	-					
5.6 Contract Reporting		-	-					

Attachment 2

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
5.7 Management of Governmentwide Commercial Purchase Card Program		-	-					
6. CONTRACTING MISSION TR: AFPD 38-1, AFI 64-102, AFI 64-109, FAR 1.102								
6.1 Contracting organization		A	B					
6.2 Organization of unit to which assigned		-	-					
7. PUBLICATIONS TR: FACs, DCNs, AFACs, Comptroller General Decisions, FAR, DFARS AND AFFARS								
7.1 Air Force publications		A	B					
7.2 Federal Acquisition Regulations		-	B					
7.3 Research Federal Acquisition Regulations		3c	-					
7.4 Comptroller General Decisions		-	A					
8. INFORMATION TECHNOLOGY TR: AF CONOPS								
8.1 Basic Computer Skills								
8.1.1 Office Applications		2b	-					
8.1.2 Use of Internet		2b	-					
8.2 Automated Contracting Systems								
8.2.1 General Information		A	-					
8.2.2 Pre-Award Actions		3c	-					
8.2.3 Award Actions		3c	-					
8.2.4 Post-Award Actions		3c	-					
8.3 Electronic Commerce								
8.3.1 General Information		A	B					
8.3.2 Electronic Posting System		3c	-					
9. CONTRACT NUMBERING TR: DFARS 204.7000		A	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
10. COMPETITION REQUIREMENTS TR: FAR 6&13, DFARS 5206, and AFFARS 5306, AFI 63-301								
10.1 Full and open competition	5	A	B					
10.2 Full and open competition after exclusion of sources	5	A	B					
10.3 Other than full and open competition	5	A	B					
10.4 Determinations and Findings (D&F)		A	B					
10.5 Prepare Determinations and Findings (D&F)	5	-	-					
10.6 Justifications and approvals (J&A)		A	B					
10.7 Prepare Justifications and Approvals (J&A)	7	-	-					
10.8 Competition & Commercial Advocate		-	B					
11. REQUIREMENTS DOCUMENTS TR: FAR 10 and FAR 11, DFARS 211, AFFARS 5311 and AFI 63-124								
11.1 Customer requirements								
11.1.1 Purchase request		-	B					
11.1.2 Evaluate Purchase request		3c	-					
11.1.3 Specifications	5	-	B					
11.1.4 Evaluate Specifications	5	2b	-					
11.1.5 Statement of work	5	-	B					
11.1.6 Evaluate Statement of work	5	2b	-					
11.1.7 Brand name justifications	5	A	B					
11.1.8 Evaluate Brand name justifications	5	-	-					
11.1.9 Sole source justifications	5	A	B					
11.1.10 Evaluate Sole source justifications	5	-	-					
11.2 Market Research								

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
11.2.1 Conduct/Document Market Research	5	-	B					
11.2.2 Conduct/Document Market Research	5	2b	-					
11.3 Write memorandum for record		3c	-					
12. GOVERNMENT AND COMMERCIAL SOURCES TR: FAR, DFARS, and AFFARS Parts 8, 9, 11, 19, 38, AFI 64-201								
12.1 Government sources								
12.1.1 Mandatory		-	B					
12.1.2 Review mandatory		3b	-					
12.1.3 Priority for use		-	B					
12.1.4 Determine priority for use		3b	-					
12.2 Commercial sources								
12.2.1 Socio-economic Programs		A	B					
12.2.2 Debarred, suspended or ineligible list of contractors		-	B					
12.2.3 Check Debarred, suspended or ineligible list of contractors		3c	-					
13. CONTRACT TYPES TR: FAR 16, DFARS 216, AFFARS 5316								
13.1 Contract Types	7	A	B					
13.2 Select Contract Types	7	-	-					
13.3 Fixed Price Contracts		A	B					
13.4 Cost Reimbursement Contracts		A	B					
13.5 Indefinite Delivery Contracts		A	B					
14. SIMPLIFIED ACQUISITION TR: FAR 13, DFARS 213, AFFARS 5313, AFI 64-109, and AFI 64-117								
14.1 General policy								
14.1.1 Micropurchases		A	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
14.1.2 Commodities		A	B					
14.1.3 Services		A	B					
14.1.4 Construction		A	B					
14.2 Solicitations								
14.2.1 Required competition		-	B					
14.2.2 Determine required competition		3c	-					
14.2.3 Publicizing contract actions		-	B					
14.2.4 Publicize contract actions		3c	-					
14.2.5 Request For Quotation (RFQ)		-	B					
14.2.6 Issue Request For Quotation (RFQ)		3c	-					
14.2.7 Oral solicitation		-	B					
14.2.8 Conduct oral solicitation		3c	-					
14.3 Evaluation of quotations		-	B					
14.4 Evaluate quotations		3c	-					
14.5 Preparation of purchase orders		-	B					
14.6 Prepare purchase order		3c	-					
14.7 Preparation of delivery orders		-	B					
14.8 Prepare delivery order		3c	-					
14.9 Blanket Purchase Agreements (BPA)								
14.9.1 Establishment of BPAs	5	A	B					
14.9.2 Establish BPA	5	-	-					
14.9.3 BPA calls	5	A	B					
14.9.4 Place BPA calls	5	-	-					
14.10 Other simplified procedures								
14.10.1 Standard Form 44	5	A	B					
14.10.2 Prepare Standard Form 44	5	-	-					
14.10.3 Governmentwide Commercial Purchase Card / 3rd Party Draft								
14.10.3.1 Rules	5	A	B					
14.10.3.2 Purchasing	5	-	-					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
14.10.3.3 Payment	5	-	-					
14.11 DD 350 Reporting	5	2b	-					
14.12 Administration								
14.12.1 Follow-up procedures		-	B					
14.12.2 Perform follow-up		3c	-					
14.12.3 Modifications		-	B					
14.12.4 Issue modification		3c	-					
14.12.5 Termination or cancellation of a purchase order	5	-	B					
14.12.6 Terminate or cancel purchase order	5	2b	-					
14.12.7 Termination or cancellation of a delivery order	5	-	B					
14.12.8 Terminate or cancel delivery order	5	2b	-					
15. UNIQUE ASPECTS OF COMMERCIAL ACQUISITION TR: FAR 12								
15.1 Policy & Applicability		A	B					
15.2 Procedures for Solicitation, Evaluation, & Award	5	A	B					
15.3 Applicability of Other commercial Practices	5	A	B					
15.4 Provisions & Clauses (Tailoring)	5	A	B					
15.5 Contract Format	5	A	B					
15.6 Acceptance	5	A	B					
15.7 Terminations	5	A	B					
15.8 Warranties	5	A	B					
15.9 Streamline Procedures	5	A	B					
16. CONTRACTING BY SEALED BIDDING TR: FAR 14, DFARS 214, AFFARS 5314								
16.1 General rules for solicitation of bids		-	A					
16.2 Preparation of invitation for bid (IFB)		-	A					
16.3 Pre-bid conference/site visit		-	A					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
16.4 IFB Amendment		-	A					
16.5 Late bids / modification / withdrawals of bids		-	B					
16.6 Postponement of bid opening		-	A					
16.7 Bid Opening		-	A					
16.8 Bid Evaluation		-	A					
16.9 Process awards		-	A					
16.10 Information to unsuccessful bidders		-	A					
17. CONTRACTING BY NEGOTIATIONS TR: FAR, DFARS, AFFARS Parts 6, 15, 36, 52								
17.1 Request for proposal (RFP)								
17.1.1 Preparation of RFP	7	-	B					
17.1.2 Prepare RFP	7	-	-					
17.1.3 Preproposal conference / Site visit	7	-	B					
17.1.4 Conduct preproposal conference/Site visit	7	-	-					
17.1.5 Amendments	7	-	B					
17.1.6 Issue amendment	7	-	-					
17.1.7 Cancellation of RFP before opening	7	-	B					
17.1.8 Cancel RFP before opening	7	-	-					
17.1.9 Late proposals, modifications, and cancellations	7	-	B					
17.1.10 Processing late proposals, modifications, and cancellations	7	-	-					
17.2 Competitive Negotiations and Source Selection								
17.2.1 Evaluate proposals								
17.2.1.1 Past performance	7	-	B					
17.2.1.2 Evaluate past performance	7	-	-					
17.2.1.3 Technical evaluation	7	-	B					
17.2.1.4 Facilitate technical evaluation	7	-	-					
17.2.2 Competitive Range	7	-	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
17.2.3 Establish Competitive Range	7	-	-					
17.2.4 Discussions	7	-	B					
17.2.5 Conduct discussions	7	-	-					
17.2.6 Proposal Revisions	7	-	B					
17.2.7 Review Proposal Revisions	7	-	-					
17.2.8 Source Selection Decision	7	-	B					
17.2.9 Prepare Source Selection Decision	7	-	-					
17.3 Non-Competitive Negotiations								
17.3.1 Evaluate proposal								
17.3.1.1 Price analysis	7	-	B					
17.3.1.2 Conduct price analysis	7	-	-					
17.3.1.3 Cost analysis								
17.3.1.3.1 Cost or Pricing Data	7	-	B					
17.3.1.3.2 Evaluate Cost or Pricing Data	7	-	-					
17.3.1.3.3 Information other than cost or pricing data	7	-	B					
17.3.1.3.4 Evaluate information other than cost or pricing data	7	-	-					
17.3.2 Negotiations	7	-	B					
17.3.3 Conduct Negotiations	7	-	-					
17.3.4 Documentation of Negotiations	7	-	B					
17.3.5 Document Negotiations	7	-	-					
17.4 Process Award								
17.4.1 Debriefing unsuccessful offerors	7	-	B					
17.4.2 Debrief unsuccessful offerors	7	-	-					
17.4.3 Legal review		-	A					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
18. PROTESTS, DISPUTES & APPEALS TR: FAR, DFARS, AFFARS, Parts 33								
18.1 Protests	7	A	B					
18.2 Mediate protests	7	-	-					
18.3 Disputes								
18.3.1 Alternative dispute resolution	7	A	B					
18.3.2 Participate in Alternative dispute resolution	7	-	-					
18.3.3 Claims	7	A	B					
18.3.4 Process claims	7	-	-					
18.3.5 Final Decisions	7	-	B					
18.3.6 Prepare Final Decision	7	-	-					
18.3.7 Appeals	7	-	B					
18.3.8 Process appeals	7	-	-					
19. CONTRACT ADMINISTRATION TR: AFI 63-124, FAR, DFARS, AFFARS Parts 12, 13, 22, 28, 29, 33, 36, 37, 42, 43, 49, 52, and 53								
19.1 Commodity contracts		A	B					
19.2 Service contracts								
19.2.1 Post-award conference	7	A	B					
19.2.2 Conduct post-award conference	7	-	-					
19.2.3 Quality Assurance (QA)								
19.2.3.1 Training QA Personnel	7	-	B					
19.2.3.2 Conduct training of QA Personnel	7	-	-					
19.2.3.3 Contracting Officer Oversight Responsibilities	7	-	-					
19.3 Construction contracts								
19.3.1 Preconstruction orientation		A	B					
19.3.2 Chair preconstruction orientation	7	-	-					
19.3.3 Material approval submittals		-	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
19.3.4 Process material approval submittals	7	-	-					
19.3.5 Contractor progress		-	B					
19.3.6 Evaluate contractor progress	7	-	-					
19.4 Contract modifications								
19.4.1 Administrative changes		A	B					
19.4.2 Process administrative change	5	-	-					
19.4.3 Change orders		A	B					
19.4.4 Process change order	5	-	-					
19.4.5 Supplemental agreements		A	B					
19.4.6 Process supplemental agreement	5	-	-					
19.4.7 Exercising Options		A	B					
19.4.8 Exercise an option	7	-	-					
19.5 Termination								
19.5.1 Termination for convenience		A	B					
19.5.2 Termination for default		A	B					
19.5.3 Cure notice		A	B					
19.5.4 Issue a cure notice	5	-	-					
19.5.5 Show-cause letter		A	B					
19.5.6 Issue show-cause letter	5	-	-					
19.6 Labor Law								
19.6.1 Labor law compliance		A	B					
19.6.2 Investigate labor law compliance		-	-					
19.7 Payment methods		A	B					
20. BONDS, INSURANCE, AND TAXES TR: FAR, DFARS, AFFARS Parts 28 and 29		A	B					
21. CLOSE-OUT RECORDS AND CONTRACT FILE TR: FAR 4, DFARS 5204, AFFARS 5304, AFI 37-138								
21.1 Procedures		A	B					
21.2 Close-out records and contract file	5	-	-					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
22. CONTRACT CONCEPTS TR: FAR Part 1								
22.1 Basics of Contract Law		A	B					
22.2 Statement of Guiding Principles		A	B					
23. NONAPPROPRIATED FUND CONTRACTING TR: AFI 64-301, AFMAN 64-302		-	-					
24. UNIQUE CONTRACTING CONCERNS TR: FAR, DFARS, AFFARS, Parts 7, 23, 25, 36, 37, AFFARS Appendix DD, and 41 CFR 201								
24.1 Foreign acquisition		-	B					
24.2 Architect and Engineering service contracts		A	B					
24.3 Contracting for architect and Engineering services		-	-					
24.4 Section 8(a) contracts		A	B					
24.5 Contracting under Section 8(a)		-	-					
24.6 SABER contracts		A	B					
24.7 Contracting using SABER		-	-					
24.8 Environmental aspects of contracting		A	B					
24.9 Competitive Sourcing (A76)		A	B					
24.10 Contracting using Competitive Sourcing (A76)		-	-					
25. CONTINGENCY CONTRACTING SUPPORT TR: AF FAR APPENDIX CC, AFI 64-301, AFMAN 64- 302, AFMAN 10-100								
25.1 General information	5	A	B					
25.2 Contracting authority/ organization	5	-	B					
25.3 Planning for contingency contracting support	5	-	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS For Skill Level	3. PROFICIENCY CODES USED TO INDICATE TRAINING INFORMATION		4. CERTIFICATION FOR OJT				
		3 Skill Level Course	5 Skill Level CDC	A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. CERT INITIALS
25.4 Training for contingency	5	-	B					
25.5 Contracting support for contingency operations	5	-	B					
25.6 Provide contracting support for contingency operations	5	-	-					
25.7 NAF		-	B					
25.8 Contracting using NAF	5	-	-					

SECTION E - MAJCOM REQUIREMENTS

9. SUBMISSION OF MANDATORY TRAINING REQUIREMENT WAIVERS. The AFCFM, DSN 425-7005, is the approving authority for any mandatory training requirements for AFSC 6C0X1. For cross-trainees, the Air Force career field manager may waive the skill upgrade experience requirements, but not the academic (e.g., school, CDCs) requirements. Justification will be on a case-by-case basis to the skill level held in the previous AFSC.

9.1. The AFCFM must approve all waiver requests for skill level upgrade without completion of formal training. When in formal upgrade training leading to a skill level award, based on the squadron commander's recommendation, wing commanders may waive trainees who twice fail CDCs.

9.2. The supervisor determines whether pursuing a waiver is appropriate. If a waiver is deemed appropriate, supervisors will develop and forward a case file, which includes evidence to warrant a waiver, through the unit commander to the servicing military personnel flight personnel employment element. The military personnel flight will provide their recommendations and forward the case file to the MAJCOM/DP, who will coordinate the package with the MAJCOM training manager and the AFSC functional manager (MAJCOM contracting superintendent). If there is no AFSC functional manager at the MAJCOM to evaluate the case, the MAJCOM training manager will send the case to AFPC/DPMYCO3 for review by the appropriate AFPC functional advisor. After AFPC review, the case will be sent to the AFCFM. Cases will then be sent to the AFCFM for decision. The address for the Contracting AFCFM is: SAF/AQCX, 1060 Air Force Pentagon, Washington DC 20330-1060 (DSN 425-7005, *fax* 425-1067).

9.3. Formal In-Residence Training. Waiver requests for upgrade of trainees who have not completed formal training must include documentation that shows the trainee has completed all the requirements of the contracting career field for the applicable skill level. The minimum requirements are established by the contracting community at formal Utilization and Training Workshops (U&TWs) and are annotated on the STS. Waiver requests must show STS certification on all tasks designated as taught in formal residence courses. Trainers perform the training and task certifiers certify the STS task.